COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 10-9, *Lead Command Designation and Responsibilities for Weapon Systems;* AFPD 10-21*, Air Mobility Lead Command Roles and Responsibilities,* and AFPD 11-2, *Aircrew Operations.* It covers USAF training policy for qualification of flight manager (FM) personnel and establishes the FM training program that supports Air Force (AF) objectives and provides guidance to the identified organizations of the Training Program. This instruction applies to Mobility Air Force (MAF) missions (including USAF Reserve and Air Nation Guard) planned or executed under the control of Air Mobility Command (AMC) 618 Air Operations Center (AOC) (Tanker Airlift Control Center (TACC)), Pacific Air Force (PACAF) 613 AOC/Air Mobility Division (AMD), and the United States Air Force Europe (USAFE) 603 AOC/AMD). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records,* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm.** This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974, System or Records Notices (SORN) F011 FCC B, *Command and Control Management System Records;* F036 AFMC D, *Education/Training Management Systems(ETMS).* The authorities to collect and or maintain the records prescribed in this publication are "Title 10 *United States Code,* Chapter 857 and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons,* 30 Nov 1943 as amended by Executive Order 13478, Amendments to Executive Order 9397, relating to Federal Agency Use of Social Security Numbers, November 18, 2008". Forms affected by the PA have an appropriate PA statement. See paragraph 1.5 of this publication for

guidance regarding deviation and waiver requests. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Send proposals for amending existing course prerequisites or recommendations to change or delete obsolete courseware through the appropriate Major Command (MAJCOM) training staff to the Office of Primary Responsibility (OPR). OPR address is AMC/A3, 402 Scott Drive, Unit 3A1, Scott AFB, IL, 62225-5302. MAJCOM supplements will be coordinated/approved by AMC/A3 and HQ USAF/A3O-AM according to AFPD 11-2 before publication. Send one copy to HQ AMC/A3 and one copy to HQ USAF/A3O-AM. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DoD) or the United States Air Force (USAF).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Added 1.1.1 and 1.1.2 to clarify objectives: 1.3.2. Amended for clarification: 1.4.1 Amended for clarification: Renumbered 1.4.1.1 to 1.4.1.2: 1.4.1.1 Added requirement: Deleted 1.4.1.2: Added 1.4.4 Instructor Selection and Training: Added 1.5.3 Waiver format: Updated Organizations in Table 1.1: Added 1.7.1 for clarification: Renamed 1.9.1 Training Records Documentation: Added 1.9.1 Note for use of Electronic Records: Renumbered 1.10.1 to 1.10.3: Added 1.10.1, 1.10.2, 1.10.2.1, and 1.10.2.2 to clarify Instructor Training and Supervision Requirements: Added 1.11 Distribution: Added 1.12 Transfer of Flight Managers: Rewrote 2.1 for clarification: Added 3.3.2 Note for use of Electronic Records: Added 3.4.1 Note for clarification: renumbered 4.2.3 to 4.2.4: Added 4.2.3 Failure to Complete Training Requirements: Renumbered 4.2.4 to 4.2.3.1: Added 4.2.3.2, 4.2.3.3, 4.2.3.4 for clarification; Deleted 4.2.5: Added 4.2.4 Regaining Currency: Added 4.2.4.1, 4.2.4.2,4.2.4.3: Added 4.5 Note for clarification: Added 5.4.1.

Chapter 1

GENERAL

1.1. Training Objective. This instruction prescribes policy and guidance for training Mobility Air Forces (MAF) Flight Managers (FM) (see **NOTE**) to meet the requirements of AFI 11-255, Volume 2, *Flight Manager Evaluation Criteria*, and AFI 11-255, Volume 3, *Flight Manager Responsibilities and Procedures*. If a conflict is identified for a training requirement, comply with the requirements of this AFI and notify the OPR (see paragraph **1.3.1**)   *NOTE:* Within this instruction the term "Flight Manager" (FM) is used to encompass 618 AOC (TACC), PACAF 613 AOC/AMD, and USAFE 603 AOC/AMD description of the personnel performing this duty.

1.1.1. The overall objective of the FM training program is to develop and maintain highly proficient FMs to support the range of military operations including exercises, peacekeeping operations and contingencies. Global Force, Global Power is achieved through the development and mastery of FM core competencies.

1.1.2. The secondary objective is to standardize MAF FM training requirements. This AFI is the source document for FM training requirements.

1.2. Key Words Explained.

1.2.1. "Will" and "shall" indicate a mandatory requirement.

1.2.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. "May" indicates an acceptable or suggested means of accomplishment.

1.2.4. "Note" indicates operating procedures, techniques, etc., which are considered essential to emphasize.

1.3. Administration.

1.3.1. **Supplements.** This AFI is a basic directive. Each MAJCOM may supplement this AFI. MAJCOM supplements may be more, but not less restrictive than this instruction. MAJCOMs may set training requirements lower than specified in this instruction when the statement "or as specified in MAJCOM supplement" is indicated as applicable to that item or event

1.3.2. **Local Training Guidance.** After receiving approval by the Unit Commander equivalent and coordination with their MAJCOM A3 units may supplement this instruction and will submit an info copy to the parent MAJCOM OPR.

1.3.3. If a conflict is identified for a training requirement, comply with the source document that establishes the training requirement.

1.4. Responsibilities.

1.4.1. **Lead Command.** Air Mobility Command (AMC) is designated as the lead command for Flight Manager (FM) training according to AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems, Lead Command Designation and Responsibilities for Weapon System and* AFPD 10-21*, Air Mobility Lead Command Roles and Responsibilities.*

Lead command is responsible for establishing and standardizing FM training requirements in coordination with 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD user commands.

1.4.1.1. **Course**s. AMC/A3, in coordination with user commands, approve/field initial/continuation training requirements or adjustments, and field short-notice specialized courses.

1.4.1.2. **Realistic Training Review Board (RTRB).** HQ AMC/A3 will host an RTRB annually, or more frequently, as required. The RTRB reviews the FM training program for currency, applicability, compliance and effectiveness. Attendees should include training representatives from AMC A3C, AMC/A3V, 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD.

1.4.2. **MAJCOM A3.** The MAJCOM A3 has overall management authority and provides policy and guidance for the development and execution of MAJCOM training programs. MAJCOM unique training requirements will be documented in the MAJCOM supplement and forwarded to AMC/A3.

1.4.2.1. As the lead command, AMC/A3 provides oversight and approval for FM policy and training programs. MAJCOM/A3 will forward FM courseware/syllabi to AMC/A3 for approval. Formal training courseware syllabi will be approved by the AMC/A3 and updated/maintained by the 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD FM training sections.

1.4.2.2. MAJCOM A3 is also the focal point for review of all recommended initiatives directed toward the FM training program academic training contract. 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD will ensure performance objectives for contractor provided training are achieved by monitoring overall contractor performance and submitting quality assurance program documentation when required. In addition, 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD will ensure that contractor provided academic instruction complies with policies, guidelines, and directives governing FMs.

1.4.2.3. 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD will administer and monitor FM contract training (including FAA-approved aircraft flight dispatch course, and initial training prior to on-the-job training (OJT). Advise/provide inputs to the MAJCOM A3 whenever negative trends develop or performance objectives are not met.

1.4.3. Training management is generally performed at the 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD level. MAJCOMs will document other detailed training responsibilities in their MAJCOM supplement as required.

1.4.4. **Instructor Selection and Training.** Chief, 618 AOC (TACC)/XOCM, or Chief, 603 AOC/AMCT, or Chief ,613 AOC/AMDM will select academic course and/or execution instructors on the basis of professional qualifications and aptitude to teach. Instructors will adhere to guidance in AFMAN 36-2236, *Guidebook for Air Force Instructors.*

1.5. Waiver Authority. Do not deviate from the policies and guidance in this AFI except for safety, or if immediate action is required. Report deviations without waiver to the MAJCOM/A3 (or equivalent) who; in turn, should notify AMC/A3 for action, if necessary.

1.5.1. Unless otherwise directed in this instruction, AMC/A3 (or equivalent) is designated the waiver authority for specific FM training requirements in this instruction not governed by other guidance. MAJCOM A3 staff should forward a copy of approved waivers (see **Table 1.1**) to AMC/A3. Long-term (permanent) waivers must be approved by MAJCOM A3 and listed in the appropriate MAJCOM supplement. All waiver requests will state the nature, rationale, and duration of the request, as well as sufficient justification on which to base a decision. Waiver requests should include a point of contact should questions arise.

Table 1.1. Unit Waivers to AFI 11-255, Volume 1.

If waiver is requested by:	Route Waiver Request to:	Approval or Disapproval will be sent to:	With Information Copies to:
PACAF 613 AOC/AMD	To HQ PACAF A3T	PACAF 613 AOC/AMD	AMC/A3T & AMC/A3V
USAFE 603 AOC/AMD	To USAFE A3TO	USAFE 603 AOC/AMD	AMC/A3T & AMC/A3V
618 AOC (TACC)	To AMC/A3V	618 AOC (TACC)	AMC/A3V

1.5.2. **Training Waiver.** The first 3 digit above the AMC Chief, 618 AOC (TACC)/XOCM, or USAFE Chief, 603 AOC/AMCT, or PACAF Chief ,613 AOC/AMDM is designated waiver authority for training requirements in Chapter 4 for assigned FMs on a case by case basis. Waivers for training or currency events missed in consecutive training periods will require MAJCOM approval.

1.5.3. **Waiver Format (see Figure 1.1).** Provide the appropriate information on the referenced individual in a waiver request. Number items as follows; those not utilized should be marked "N/A" (not applicable). Asterisked (*) items must be provided for all waivers; complete other items as appropriate.

Figure 1.1. Sample Waiver Request Format.

MEMORANDUM FOR (Waiver Authority)

FROM: (Requester)

SUBJECT: Waiver Request – (Individual), (Type of Waiver)

*1. Name, grade, and last four of Social Security number.
*2. Organization.
*3. Present FM qualifications.
*4. Date certified/qualified (include instructor or evaluator upgrade dates, if applicable).
*5. Waiver request specifics e.g., cite requirement and requested deviation.
*6. Rationale and justification for waiver request.
7. FM qualification to which person is qualifying or upgrading.
8. Previous attendance at any FM formal course.
9. Training start date.
10. If waiver request is for time limit, specify mandatory upgrade or qualification date.
11. Date event last accomplished and normal eligibility period.
12. Remarks (include formal school courseware that is required if the waiver request is approved (e.g. local training).
*13. Unit point-of-contact (include name, rank, telephone number, and functional address symbol, and Email address).

(Signature of Requestor)
(Title)

1.6. Training Requirements. FM training falls into nine categories: Initial, Mission Qualification, Continuation, Upgrade, Differences, Periodic, Ancillary, and Requalification Training. Each category of training is addressed in more detail in the associated chapter of this instruction.

1.7. Training Time Limitations. The Commander 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD, or their designated representative will notify the MAJCOM A3 of any FMs expected to exceed training time limits (use the waiver format as described in paragraph **1.5.3**). The Commander 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD, or his/her designated representative may approve a training time extension up to 60 days. Extensions in excess of 60 days require MAJCOM A3 approval (info copy to waiver authority). Comply with the time limitations in **Table 1.2**

Table 1.2. Training Time Limitations.

Training	Time Limit
Initial Training	120 Days
Mission Qualification	120 Days

Requalification (1-3 years)	60 Days
Requalification (>3 years)	180 Days
Upgrade	60 Days

1.7.1. Training start date is the date when the first significant training event (a training event directly contributing to qualification, certification, or upgrade) has begun (e.g., FAA ADX) after being attached or assigned to the unit. Training time ends with the completion of Initial training (FAA Aircraft Dispatcher training and certification) and Mission Qualification training (initial evaluation and certification).

1.8. Unsatisfactory Student Progress. Academic instructors and instructor/examiners FMs will identify students who fail to progress and forward their recommendations to the Student's supervisor. If a student fails to progress even after training time extensions are granted, the Commander 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or his/her designated representative will conduct a Progress Review (PR). Following the PR a recommendation will be made regarding the Continuation of training.

1.9. Training Records. Individuals assigned to a designated training flight or equivalent office within AMC 618 AOC (TACC)/XOCM, or USAFE 603 AOC/AMCT, and PACAF 613 AOC/AMDM will maintain FM training records.

1.9.1. **Training Records Documentation.** The Director of Command and Control 618 AOC (TACC) and/or PACAF 613 AOC/AMD, USAFE 603 AOC/AMD will designate individuals assigned to the training flight organization as responsible for standardizing and maintaining FM training records. MAJCOM training forms will be forwarded to the MAJCOM A3 or designated representative for approval and included in the MAJCOM supplements. **NOTE:** Use of Electronic Training Records are recommended.

1.9.2. **Mission Qualification Training (MQT) Records Review.**

1.9.2.1. **Operations Review.** FM supervisors will review active training records monthly during initial and OJT and immediately prior to scheduling evaluations to validate the completion of all training. Operations review will be a separate entry in the FM training record and should include comments on the student's progress. FM supervisors should review the daily performance of individuals during MQT.

1.9.2.2. **Training Record Review.** As required after each shift, Instructors will review training records prior to each shift in order to develop a training plan. As required after each shift, instructors will document training in sufficient detail to accurately assess student performance and make recommendations for subsequent training. After the satisfactory completion of all required training, the instructor will make a recommendation for an evaluation. Students will review training records after each training shift.

1.10. Instructor Training and Supervision Requirements.

1.10.1. Instructors must be current and qualified in any event that they instruct.

1.10.2. When performing FM duties, the following personnel will be under direct supervision of an instructor:

1.10.2.1. All non-current FMs.

1.10.2.2. All unqualified FMs.

1.10.2.3. All FMs in initial, upgrade, or re-qualification training unless performing duties they are qualified in where supervision is not required (i.e. An FM in instructor upgrade training who is performing non-instructor FM duties).

1.10.3. **Failed Evaluation Procedures.** The Director of Command and Control 618 AOC (TACC) and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or his/her designated representative must receive prompt notification of failed FM evaluations. Remedial training following a failed evaluation may be the academic contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. Identifying the specific required remedial training is the responsibility of the evaluator FM. Scheduling and ensuring the prompt accomplishment of remedial training following a failed evaluation is the responsibility of the supervisor. In every case, close coordination and training priority is required to qualify/requalify the individual as soon as practical.

1.11. Distribution. The Commander 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD, or his/her designated representative will establish distribution requirements of this AFI.

1.12. Transfer of Flight Managers. After transferring from one MAJCOM to another, before an FM can work unsupervised, the gaining MAJCOM will review and assess their qualification and currency.

Chapter 2

INITIAL TRAINING

2.1. Description. This chapter specifies the minimum training requirements for FM initial training. All FMs will complete initial training prior to entering Mission Qualification training. Initial training includes the FAA Aircraft Dispatcher training and certification.

2.2. Initial Training. The goal of initial training is to produce a student FM with a basic understanding of the roles and responsibilities of an FAA licensed aircraft dispatcher roles, and responsibilities. FAA certification as an aircraft dispatcher provides a solid conceptual and technical foundation for students entering into Mission Qualification training. Accordingly, student FMs must complete an FAA-Approved Aircraft Dispatch Course and take and pass the written, practical, and oral certification examinations culminating in the award of an FAA Aircraft Dispatcher certificate prior to entry into follow-on MQT. Student FMs who already possess an FAA Aircraft Dispatch Certificate may be required to complete initial training as a refresher without the requirement to take the written, practical and oral certification examinations.

Chapter 3

MISSION QUALIFICATION TRAINING

3.1. Description. This chapter establishes minimum criteria and training requirements for FM Mission Qualification training. The goal of Mission Qualification training is to produce a qualified individual who can perform FM duties unsupervised. FM Mission Qualification training is accomplished in the academic classroom and on-the-job by performing planning and active flight following of real-world flight managed sorties under the direct supervision (see note below) of an instructor FM. After the successful completion of MQT and a Mission Qualification evaluation, the newly trained FM will be certified by the Director of Command and Control 618 AOC (TACC) and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD. Once certified the individual can perform FM duties unsupervised. **Table A2.1** outlines the minimum training areas for Mission Qualification training. Additional MAJCOM specific training will be documented in the MAJCOM supplements.

3.2. Aircraft Mission Design Series (MDS) Training. The 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD have unique missions, and aircraft MDS training should be tailored to reflect these different missions. As a minimum, MDS training will include performance characteristics, planning factors, communications/navigation equipment, minimum equipment list requirements, and fuel/cargo load capacity. Additional MAJCOM specific training will be documented in the applicable MAJCOM supplement.

3.3. FM Mission Qualification Training. MQT is accomplished in an academic classroom or similar and continues during OJT under the direct supervision of an instructor/evaluator FM in the 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD at a weapon system (computer work station). Effective flight following of operational flight managed sorties is another key aspect of MQT and is also accomplished under the direct supervision of an instructor/evaluator FM. **Table A2.1** lists the minimum requirements for MQT.   **NOTE:** Instructors/Evaluators will closely monitor the student FMs performance due to the effects it may have on operational sorties. Although the student FMs training progress is important, it should not be placed above sortie success. The instructor/evaluator is ultimately responsible for the planning and effective flight following of the operational sortie. Direct instructor supervision means over the shoulder, adjacent, or within the immediate vicinity of the student's workstation. The instructor will always be physically located in the same work area as the student.

3.3.1. **OJT Shift Work.** A student FMs practical experience is achieved during OJT shift work, and as such, the student FM will be paired with an instructor/evaluator for each shift. The instructor FM will use the students training records and available sortie profiles to determine an optimum training plan for each shift.

3.3.2. **OJT Training Records.** Each MAJCOM will develop FM training records for OJT. MAJCOM specific training forms will be included in the MAJCOM supplements to this instruction.   **NOTE:** Use of Electronic Training Records is recommended.

3.4. Aircraft Operations/Familiarization Flight for FMs (As Required by MAJCOM).

3.4.1. FMs are permitted to fly in Mission Essential Personnel (MEP) status IAW the provisions in AFI 11-401, *Aviation Management,* and applicable MAJCOM supplements. **NOTE:** FMs may be authorized MEP status IAW AFI 11-401 and MAJCOM supplements to

participate on any flight managed by a FM. Some destinations may require country clearance.

3.4.1.1. FMs will accompany the aircrew during pre-flight sortie activities to observe all aspects of the air mobility mission. Participation in operations/familiarization Flights will broaden the FMs understanding and improve support to the aircrew. FMs who are physically restricted from flying will submit a waiver to the MAJCOM A3 using the procedures described in paragraph **1.5**

3.4.1.2. FMs will normally remain with their departure crew, however IAW AFI 11-401, para. 1.6.2.6.1., the FM may join a different mission to optimize training or expedite return to home station.

3.4.1.3. To the maximum extent, the FM will participate in all pre-mission planning performed by the aircrew and observe inflight activities from the flight deck while on headset (if possible) from the aircraft's jump seat. Direct interface between the FM is essential to maximize training/familiarization of flight operations.

3.5. FM Certification and Decertification. See AFI 11-255, Volume 2, *Flight Manager Evaluation Criteria* for FM certification and decertification requirements. All 618 AOC (TACC), PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD FMs must be certified prior to performing unsupervised duties.

Chapter 4

CONTINUATION TRAINING

4.1. Description. This chapter establishes the minimum training in the form of periodic, differences, ancillary, and requalification training requirements for FMs. Continuation training requires an FM to complete a minimum number of sorties on a monthly/quarterly basis to maintain currency. Periodic Training will be accomplished prior to FMs being scheduled for their periodic evaluations (see AFI 11-255 Volume 2, *Flight Manager Evaluation Criteria).*

4.2. Continuation Training. The goal of FM continuation training is to ensure a certified FM maintains currency in assigned tasks while performing FM duties. An FM is non-current if they fail to plan 24 sorties per month. FMs on staff or supervisors who do not perform 12 sorties per quarter can be considered non-current. A non-current FM will regain currency by performing FM duties under the direct supervision of an instructor/ evaluator. Currency requirements are defined within this instruction (see **Table 4.1**), MAJCOM's will delineate minimum currency requirements in their MAJCOM Supplement.

4.2.1. **FMs Currency (see Table 4 1).** Staff/supervisory FMs performing instructor/evaluator duties may count up to 6 sorties while performing instructor/evaluator FM duties (dual-log), but these 6 sorties must be performed as the primary FM. Likewise, instructors not in a staff or supervisory position may dual-log 12 sorties while performing instructor FM duties, but 12 sorties must be performed as the primary FM. MAJCOM specific currency requirements will be included in the MAJCOM supplement. Individuals delinquent in one or more currency events will be considered non-current and must be supervised while performing FM duties.

Table 4.1. Currency Requirements for FMs.

Position	Monthly Sorties	Quarterly Sorties
FM/Instructor FM	24*	N/A
Staff/Supervisory FMs	N/A	12*

*Instructor FMs can dual log up to 50 percent of their requirements and staff/supervisory FMs performing instructor/evaluator duties can dual-log 50 percent of their requirements. See paragraph **4.2.1.** above.

4.2.1.1. Completion and tracking of currency is ultimately the responsibility of individual FMs.

4.2.2. Loss of Currency.

4.2.2.1. **FMs.** FMs are non-current the day after currency expires. For example, an FM who is current for the month of January, but flight-manages less than 24 sorties in February will become non-current on 1 March.

4.2.2.2. **Staff/Supervisory FMs.** The Quarterly periods for Staff/Supervisory FM currency run from 1 January through 31 March, 1 April through 30 June, 1 July through 30 September and 1 October through 31 December. A staff/supervisory FM who does

not complete currency requirements will be considered non-current the day after the quarter expires.

4.2.2.3. A non-current FM may not perform FM duties unless under the direct supervision of an instructor/evaluator FM.

4.2.3. **Failure to Complete Training Requirements.** Declare FMs non-current if they fail to maintain currency or fail to complete their continuation training requirements. The following guidance applies:

4.2.3.1. FMs who are non-current and have not performed duties for one month not to exceed 179 days can regain currency by demonstrating proficiency to an instructor/evaluator FM. The training accomplished and the assessment of performance will be documented and included in the individual's training folder.

4.2.3.2. FMs who are non-current less than 90 days, the FMs supervisor will determine when the individual is ready to perform FM duties unsupervised.

4.2.3.3. FMs that are non-current in excess of 90 days must be recertified by the Director of Command and Control 618 AOC (TACC) and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or their designated representative, prior to performing FM duties unsupervised.

4.2.3.4. FMs who have not performed duties in excess of 180 days, but less than 1 year, must accomplish periodic training and be supervised by an instructor/evaluator FM for a minimum of two weeks. If warranted, an evaluation may be administered. MAJCOMs will identify which currency items result in an unqualified status requiring requalification and which currency items do not result in an unqualified status allowing currency to be regained according to paragraph 4.2.3. above. Regardless of whether a requalification evaluation is required, the Director of Command and Control 618 AOC (TACC) and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or his/her designated representative must recertify the FM prior to the FM performing duties unsupervised.

4.2.4. Regaining Currency.

4.2.4.1. For loss of currency less than 90 days, an FM must demonstrate proficiency under the supervision of an FM instructor.

4.2.4.2. If a non-current FM fails to regain currency within 90 days they will be decertified.

4.2.4.3. If a non-current FM fails to regain currency within one year of becoming non-current, the FM is unqualified and a requalification evaluation is required for recertification. The FM Supervisor will send a recommendation to the Director of Command and Control 618 AOC (TACC), PACAF 613 AOC/AMD, or the USAFE 603 AOC/AMD or their designated representative, on whether the FM should be allowed to continue in the program. The Director of Command and Control 618 AOC (TACC), PACAF 613 AOC/AMD, or the USAFE 603 AOC/AMD or his/her designated representative will have the ultimate authority to return the FM to training status or convene a Flight Manager Evaluation Board (FMEB). The FMEB will consist of: The individual making the decertification recommendation; the individual's immediate supervisor; the Chief of the Flight Management Division; a Union representative (if

required) and will be chaired by the Director of Command and Control 618 AOC (TACC), Chief 613 AOC/AMD, or the Chief 603 AOC/AMD or his/her designated representative. The FMEB will review pertinent performance documentation and circumstances and either determine a course of action to attain recertification or direct removal of the individual from the Flight Management program.

4.3. Periodic Training Requirements. Table A3.1 lists the suggested minimum training topics for FM periodic training. Periodic training is intended to maintain and raise FMs knowledge in procedures and mission requirements. The lecture/discussion format provides an excellent forum to present new information or new programs, present topics requiring additional emphasis and share information and lessons learned from the experiences of qualified FMs. Accomplishing periodic training is one of the requisites for individuals who have not performed FM duties for over 180 days to become recurrent. The AMC Chief, 618 AOC (TACC)/XOCM, or USAFE Chief, 603 AOC/AMCT, or PACAF Chief ,613 AOC/AMDM or their designated representative will prescribe the curriculum for periodic training. This curriculum will be updated annually and/or change in source documents. MAJCOM specific periodic training requirements will be documented in the MAJCOM supplements to this instruction.

4.3.1. **FM Training Records.** All periodic training events will be recorded in the individual's training record. Training events conducted during periodic training may be consolidated under one entry.

4.3.2. **Responsibilities**

4.3.2.1. **FM Supervisors.** Supervisors are responsible to schedule and ensure FMs complete periodic training.

4.3.2.2. **FMs.** FM periodic training will be designated on the FMs individual's schedule. It is the responsibility of each individual to attend periodic training when scheduled.

4.3.3. **FM Eligibility Period.** The eligibility period for periodic training begins six months prior to the last day of the individual's current qualification. The individual's qualification month and expiration date will be established following the initial certification date. For example, an FM whose initial qualification month is January 2013 will be eligible for the periodic qualification examination and evaluation between 1 January 2014 and 30 June 2014.

4.3.4. **Failure to Complete Periodic Training Requirements.** Completion of periodic training is a prerequisite for being scheduled for a periodic evaluation. FMs who fail to complete periodic training requirements prior to the last day of their most current qualification period will be unqualified. An unqualified FM must be supervised by an instructor/evaluator FM until their periodic training is complete and they successfully pass an evaluation.

4.4. Difference Training. Expanding roles and responsibilities and evolving technological require specific focused training to bridge the gap between current capability and future capabilities, requirements and responsibilities. Difference training is designed to build on current knowledge and skills, and prepares FMs for future requirements.

4.5. Ancillary Training. This training contributes to mission accomplishment, but is separate from an Air Force specialty code or occupational series. Examples of ancillary training includes: DoD Information Assurance, Force Protection, Human Relations, Information Protection, etc.

NOTE: 618 AOC (TACC), PACAF 613 AOC/AMD, or USAFE 603 AOC/AMD Chief of Flight Management or their designated representative may identify additional training requirements in local operating instructions.

4.6. Requalification (REQUAL) Training. REQUAL training will be tailored to meet the needs of the student. For FMs unqualified for 1 – 3 years, REQUAL training may consist of portions of FM mission qualification academic training and OJT. For FMs unqualified for more than 3 years, REQUAL training will consist of both the academic and OJT Mission Qualification training.   In either case, at the conclusion of training the individual must pass an FM evaluation and be certified before performing FM duties unsupervised.

Chapter 5

UPGRADE TRAINING

5.1. Description. This chapter identifies requirements for FM upgrade training. FMs completing initial, mission qualification training and certification are qualified to perform basic FM responsibilities. MAJCOM's will identify additional training, evaluation and/or certification requirements for instructor and evaluator upgrades in their MAJCOM supplement. AMC Chief, 618 AOC (TACC)/XOCM, or USAFE Chief, 603 AOC/AMCT, and PACAF Chief ,613 AOC/AMDM will identify specific duties requiring Upgrade training, such as, FM Lead, Mission Expansion (ME), and Air Traffic Management Coordinator (ATM). These additional training requirements will be documented in the appropriate MAJCOM supplement. Additional training and/or certification are required for the duties listed in paragraph **5.2** and paragraph **5.3**

5.2. Instructor FM. Instructor candidates will be selected based on experience, judgment, ability to instruct, skills, and technical knowledge. Individuals designated and certified for upgrade to instructors should have at least one year experience as an FM. MAJCOM's will document instructor upgrade training requirements in their respective supplements. Individuals designated as Instructor FMs are qualified to instruct at any level in which they are qualified.

5.2.1. **Instructor FM Responsibilities.**

5.2.1.1. Instructors will begin each training session with an overview of training objectives, a clear delineation of work to include specific sorties to be planned and flight watched and any required instructor reviews during the training session, i.e. review of aircrew departure papers before they are filed or published. At the conclusion of the training session, the instructor will provide a thorough debrief, and, provide recommendations for the next training session.

5.2.1.2. Instructors will review the individual's OJT training records prior to each shift in order to develop a shift training plan. After each training period, instructors will document training in sufficient detail to assess student performance and make recommendations for subsequent training.

5.2.1.3. Instructors will ensure all required training items are completed, signed off, and proficiency demonstrated before recommending a student for evaluation and/or certification. Instructors should further ensure the student's supervisor or the designated representative is apprised of the student's status and ensures all items are completed before recommending a supervisory review.

5.2.1.4. Instructors are responsible for the execution of all assigned sorties during the training session. Should the student's judgment or proficiency pose a question in the instructor's mind as to the student's ability to safely manage the sortie, the instructor will immediately take primary responsibility for managing the sortie. The instructor will explain and demonstrate the correct methods and procedures for the sortie. The Instructors will ensure the student's supervisor is apprised of the student's performance.

5.3. Evaluator FM. Experienced Instructors will be recommended for evaluator certification and must possess satisfactory knowledge of training and evaluation policies and procedures and possess the ability to administer evaluations according to AFI 11-255, Volume 2, *Flight*

Manager Evaluation Criteria. Evaluators should have at least six months experience as an Instructor FM. Evaluators are qualified to conduct examinations at any level in which they are qualified.

5.4. MAJCOM Specific Duties.

5.4.1. **AMC.** AMC as the MAF lead command for MAF Flight Management will maintain a Command Flight Manager position that ensures MAF FMs requirements, training, evaluation, and procedures are maintained throughout the MAF community. MAJCOMs may specify roles and responsibilities for MAJCOM specific positions in their MAJCOM supplement.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans & Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-215, *USAF Flight Manuals Program (FMP),* 22 Dec 2008

AFI 11-255, Volume 2, *Flight Manager Standardization/Evaluation Criteria,* 22 Mar 2013

AFI 11-255, Volume 3, *Flight Manager Responsibilities and Procedures,* 8 Mar 2012

AFI 11-401, *Aviation Management,* 10 Dec 2010

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems,* 8 Mar 2007

AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities,* 1 May 1998

AFPD 11-2, *Aircrew Operations,* 19 Jan 2012

AFMAN 33-363, *Management of Records,* 1 Mar 2008

AFMAN 36-2236, *Guidebook for Air Force Instructors,* 12 Nov 2003

FAR Part 65, *Certification: Other Than Crewmembers: Subpart C: Aircraft Dispatchers,* 18 Dec 2006

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

603rd AOC/AMD—USAFE 603 Air Operations Center/Air Mobility Division

613th AOC/AMD—PACAF 613 Air Operations Center/Air Mobility Division

618th AOC (TACC)—AMC 618 Air Operations Center (Tanker Airlift Control Center)

AFPD—Air Force Policy Directive

AF—Air Force

AMC—Air Mobility Command

AMD—Air Mobility Division

AOC—Air Operations Center

BASH—Bird/Wildlife Aircraft Strike Hazard

C2—Command and Control

CDM—Collaborative Decision Making

CNS/ATM—Communication, Navigation, Surveillance/Air Traffic Management

DoD—Department of Defense

FAA—Federal Aviation Administration

FM—Flight Manager

FMEB—Flight Manager Evaluation Board

FMP—Flight Manuals Program

GDSS—Global Decision Support System

HAZMAT—Hazardous Materials

MDS—Mission Design Series

MAF—Mobility Air Forces

MAJCOM—Major Command

MEP—Mission Essential Personnel

METAR—Meteorological Terminal Aviation Routine Weather Report

MQT—Mission Qualification Training

NOTAM—Notice to Airman

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

ORM—Organizational Risk Management

PA—Privacy Act

RAD—Route Availability Document

RDS—Records Disposition Schedule

RVSM—Reduced Vertical Separation Minima

SID—Standard Instrument Departure

SRD—Standard Route Document

SDP—Special Departure Procedure

STAR—Standard Arrival Route

TACC—Tanker Airlift Control Center

USAF—United States Air Force

Terms

ACADEMIC TRAINING— A course of instruction that includes, but is not limited to, classroom instruction related to FM duties, tools, flight publications, flight planning, 618th AOC (TACC), 613th AOC/AMD, and the 603rd AOC/AMD business and operational procedures. To adequately prepare students, academic courses must be completed prior to OJT.

ELIGIBILITY PERIOD— The eligibility period for FM Periodic training and evaluations is a period beginning six months prior to the FMs qualification expiration date.

EVENT OR TASK— These names identify training items to be accomplished during training. Several events or tasks constitute a training profile.

EVALUATOR FM— An FM certified to administer evaluations and instruct IAW AFI 11-255, Volume 2, *Flight Manager Evaluation Criteria.*

INSTRUCTOR FM— An FM trained, qualified, and certified to instruct in accordance with this instruction. Instructor FMs will be identified in writing by the AMC Chief, 618 AOC (TACC)/XOCM, or USAFE Chief, 603 AOC/AMCT, and PACAF Chief, 613 AOC/AMDM.

PERIODIC TRAINING— FM training required during the period six months prior to the FMs qualification expiration date.

REQUALIFICATION TRAINING— Training required qualifying FMs in a position in which they have been previously qualified.

SUPERVISED TRAINING STATUS— FM will serve under instructor supervision. This status is a result of loss of currency or qualification, or due to a less-than-qualified evaluation.

UPGRADE TRAINING— Training to qualify a FM in a higher position.

Attachment 2

FM INITIAL, AND MISSION QUALIFICATION TRAINING REQUIREMENTS

Table A2.1. FM Initial and Mission Qualification Training Requirements.

FM Initial Training for FAA Aircraft Dispatch Course and Certification -- Minimum Training **Requirements. IAW FAR Part 65. MAJCOMs may supplement as required.**
FAA ADX Exam
FAA Aircraft Dispatch Academics
FAA Aircraft Dispatch Practical and Oral Exam
FM Mission Qualification Training Minimum Training Requirements
Flight Manager Operations Manual
Command and Control Roles and Procedures
Collaborative Decision Making (CDM)
Operational Risk Management (ORM)
Communications/Flight Following
Flight Planning Tools
Flight Planning/Fuel Planning/Threat Analysis
ATC Flight Plan Generation
Aircrew Departure Papers
AFI 11-202, Volume 3
AFI 11-255, Volumes 1, 2, and 3
AFI 11-2MDS Volume 3
AMCI 11-208 (or as specified in MAJCOM supplement)
HAZMAT (AMCH 11-214 or as specified in MAJCOM supplement)
CNS/ATM/RVSM
SDP/SRD/SID/STAR/RADS/NARs/FAA Preferred Routes
Aerial Refueling Concept and Procedures (Tanker and Receiver)
Aeromedical Evacuation Procedures
Weather Operational Risk Management (ORM)
BASH Procedures
NOTAMS

Attachment 3

FM PERIODIC TRAINING REQUIREMENTS

Table A3.1. FM Periodic Suggested Minimum Training Topics.

NOTE: These are suggested minimum training requirements. MAJCOM may supplement as required.
Airspace
Air Force Instructions, FM Read Files
Alternative Flight Plan Filing
Communications
Computer Flight Plan
Diplomatic Clearances
Flight Planning
Fuel Planning
Global Decision Support System (GDSS)
Load Planning
Logbook
Special Interest Items (SII)
Tanker/Receiver Air Refueling/Coronets
Threats
Weather